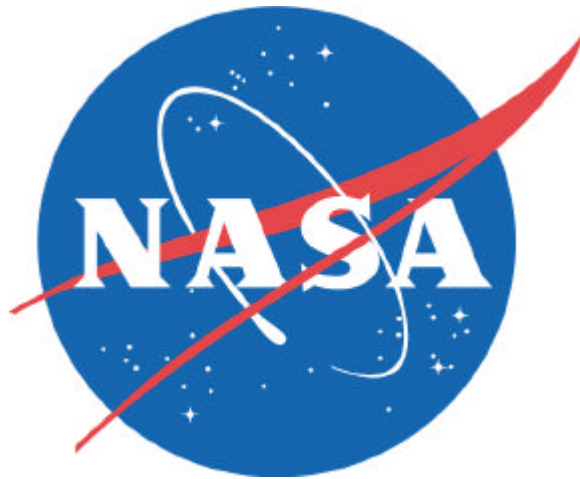


Responsible Office: Headquarters Office of Equal Opportunity & Diversity Management
Subject: Multicultural/Diversity Education



Office of Headquarters Operations

Office Work Instruction

Multicultural/Diversity Education

Approved by: (Original Signed By)

Michael D. Christensen

Associate Administrator for Office of Headquarters Operations

Responsible Office: Headquarters Office of Equal Opportunity & Diversity Management
Subject: Multicultural/Diversity Education

DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		12/10/99	

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1. Purpose

Ensure the management and coordination of the Special Emphasis Programs guidelines as outlined in the Code of Federal Regulations 29 CFR Part 1614.102 (b) (3).

2. Scope and Applicability

- 2.1 The Office of Equal Opportunity and Diversity Management Programs provides specific programs to ensure equal opportunity to all Headquarters employees and ensure compliance with 29CFR Part 1614.102 (b) (3)
- 2.2 Every year special events are organized around Presidential Proclamations to celebrate the diversity of Headquarters employees at the workplace. These programs are organized to raise awareness and promote inclusion of all employees in NASA programs.

3. Definitions

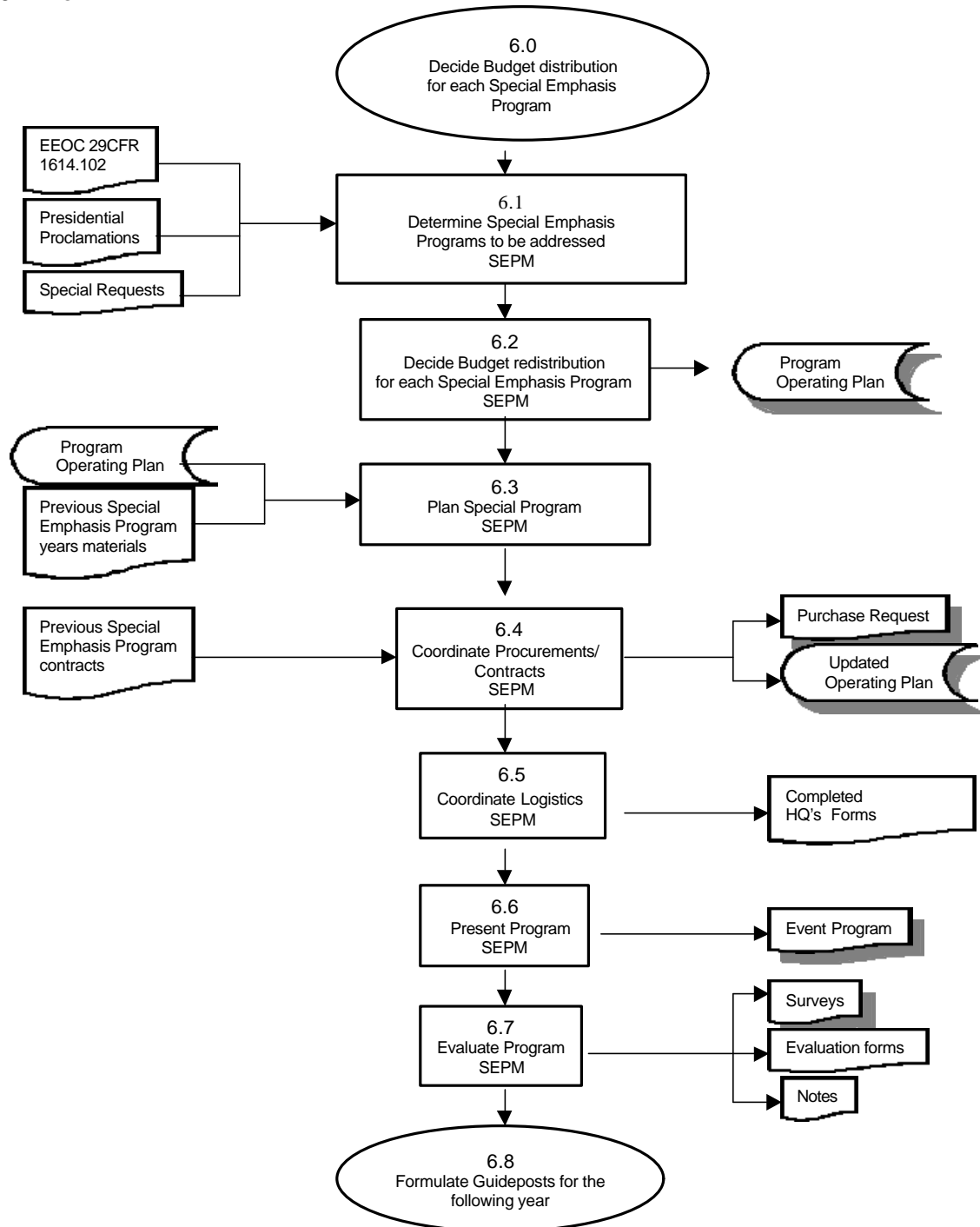
- 3.1 EO. Equal Opportunity.
- 3.2 CFR. Code of Federal Regulations
- 3.3 Special Emphasis Programs. Ethnic and gender based activities
- 3.4 SEPM. Special Emphasis Program Manager
- 3.5 EEOC - Equal Employment Opportunity Commission
- 3.6 Program Operating Plan. Plan submitted to Code CF for budget distribution

4. References

- 4.1 Code of Federal Regulations 1614.102 Subpart A (b) (3)

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5. Flow



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Step	Actionee	Action
6.0	SEPM	Respond to the Program Operating Plan (POP) call from the HQ Budget Office.
6.1	SEPM	Determine Special Emphasis Programs to be addressed in consultation with the Director of the HQ Office of Equal Opportunity and Diversity Management. The plan should include special events targeting groups stated in the 29 CFR 1614.102, Presidential Proclamations and any special requests from NASA management.
6.2	SEPM	Decide budget distribution for each Special Emphasis Program based on previous years estimates and preliminary requirements of event activities. Total estimates of special emphasis groups in response to the POP call. HQ Budget Office allocates the special emphasis total dollars for the year.
6.3	SEPM	Plan special emphasis programs with SEP advisory group. Working within budget allocations, determine and contact appropriate vendors for price quotes and availability. Coordinate calendars to ensure management attendance. Follow-up with advisory groups to review the progress of activities.
6.4	SEPM	Coordinate procurement/contracts after determining the costs of the vendor/activities. Submit procurement requests (SF 163) no later than 30 days before the program. If program exceeds \$2500.00, a justification memo for other competitive services is written to GSFC procurement office. This memo is only written for vendors who charge above standard fees in their area of expertise. Memo must highlight the unique services the vendor provides which is not provided by other vendors. If the activity is conducted by outside federal civil servants or internal NASA employees the procurement will not be necessary. The advisory groups will also suggest and contact vendors to request information on their standard fees. Operating plan is updated to adjust for event costs.
6.5	SEPM	Coordinate logistics activities with facilities maintenance for exhibits and scheduling of conference room or auditorium. Printing & graphics office will design programs and posters. Make travel arrangements for invited guests. Prepare a written speech for senior management when invited to participate in the program.
6.6	SEPM	Present program agenda and scheduled activities. Provide audience with program of events. Strategically place VIP's In special seating arrangements with invited guests for purposes of exchanging information and hospitality.
6.7	SEPM	Evaluate programs by scheduling meetings to discuss lessons learned and how to improve the program for the following year. Also evaluate previously distributed and collected evaluation forms as was done for the Multicultural Leadership Program.
6.8	SEPM	Formulate guideposts for the following year based on feedback received on the current activity.

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7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Program Oper. Plan	Code CE	Rm. 6o39	Hard copy	3 50 (C) 2	Review Periodically/ Destroy after 5 yrs.
Purchase Request	Code CE	6o39	Hard Copy	3 50 (C) 2	Review Periodically/ Destroy after 5 yrs.
Event Prog.	Code CE	6o39	Hard Copy	3 50 (C) 2	Review Periodically/ Destroy after 5 yrs.
Surveys	Code CE	6o39	Hard Copy	350 (C) 2	Review Periodically/ Destroy after 5 yrs.